

21st Century Community Learning Centers (CCLC) Programs
Out-of-School Time Leadership Management System (OSTLMS) Data Entry
Timeline 2012-2013

Below is a timeline for completing tasks in the OSTLMS database for the 2012-2013 Program Year. There may be other reporting pieces that we request concerning the state evaluation that we will inform you about as necessary, (i.e surveys, MontCAS data, etc)

Register Students:

- Use registration form in Program Handbook, under Students/Registration
- NOTE: All programs should have students complete a new or updated registration form each year

From First day of program:

- Attendance for all students attending at least one day (NOTE: new programs need to keep attendance on a spreadsheet that can be entered in to the program once it is completely set up)

Due by September 14, 2012:

- Add/Update **Site Information** page (see red asterisks on page)
- Add/Update **Partners** (refer to E-grants application-the two database's information should match)
- Add/Update **Center Information**
 - Enter next to all red asterisks on page
 - Add Principal Information for each school from where your students are enrolled
 - Enter the Financial Information for the person(s) who complete the financial information for your site
 - Enter **Typical Operations** for the 2012-2013 School Year (refer to E-grants application-should match)

Due by September 21, 2012:

- Give a list of all current-year participating 21st CCLC students to the schools "Achievement In Montana (AIM)" personnel so they can enter students for the AIM database's "Fall Program Participation" collection. **This is vital for the collection of state test data for 21st CCLC students and the 21st CCLC state evaluation process.**

Due by November 9, 2012:

- Obtain a Teacher's classroom list of students from school(s) classroom list
- Obtain Student information from School including-ethnicity, gender, lunch type, AIM Number, grade, Special Needs, and Limited English Proficiency
- Enter **New Students**
- Enter **New Teachers/update existing teachers** including teacher's name, grade(s) taught, CORRECT email, school district/name
- **Associate Teachers** to Students
- (Existing Programs): Update existing **Student Information** pages w/ current:
 - Lunch Type
 - Special Needs Status
 - Limited English Proficiency Status
 - School Name **NOTE: Update School Name to reflect actual school the student is attending (Elementary, Middle School, High School)**
- **Add Courses/Enter Students/Take Attendance:**
 - **Add Generic Courses such as:**
 - Arts and Crafts
 - Enrichment Courses
 - Family/Parental Courses
 - Physical Activities
 - **Enter Students in to Courses:**
 - Under Navigation, click on **Course Student**
 - Enter **Center**
 - Enter "**Multi-Grade**" for Grade
 - Click on **Search**
 - On left, all courses will appear
 - On right all students enrolled in your center will appear
 - Click in text box for course/courses you want to enter students in to
 - Click in text box for Students you want to enter in to the course/courses
 - Snack (Some may choose to enter all students in to this course and use it for the Snack reimbursement count)

(Turn over for more timeline)

(Enter Students in to Courses-continued)

- Only enter students who attend at least one day since the beginning of the course's/or program's start date
- Scroll to bottom of page, and click on **Update**
- **Maintain/Update Attendance through November 7th, 2012:**
 - Enter attendance using one of the following methods:
 - Class Attendance for All
 - Attendance for Center
 - Daily Attendance
 - Monthly Attendance

PLEASE ENTER ATTENDANCE IN TO THE OSTLMS SYSTEM ON EITHER A DAILY OR WEEKLY BASIS THROUGHOUT THE ENTIRE PROGRAM YEAR. THIS WILL GIVE YOU THE MOST ACCURATE INFORMATION IN REPORTS, AND OVERALL WILL TAKE LESS TIME TO ENTER.

December 2012

- Timeline/instructions for the Mid-Year Report will be sent out.
 - **Mid-Year Report Deadline: Wednesday, February 1, 2013**

March 2013:

- 2012-2013 Year-End Reporting Instructions/timeline will be sent out.

April/May 2013:

- Teacher Survey Launched

May 2013:

- Teacher Surveys Completed

By July 1, 2013:

- Complete Year-end Reporting
- **FINAL YEAR-END REPORT DUE IN OPI OFFICE BY 5:00PM**

TENTATIVE NEW DIRECTOR'S TRAINING SCHEDULE FOR 2012-2013 YEAR:

- **Thursday, August 30, 2012 (9:00 AM):** Webinar for adding Site Information, Partners, Center Information, Typical Operations, and Fall Program Participation information
- **Thursday, October 4, 2012 (9:00 AM):** Adding New Students
- **Thursday, October 11, 2012 (9:00 AM):** Adding School-day Teachers
- **Thursday, October 18, 2012 (9:00 AM):** Adding Courses; adding students to courses
- **Thursday, October 25, 2012 (9:00 AM):** Entering Attendance